

JOB OPPORTUNITY SECRETARY 2 APPEALS UNIT

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public

Location: 645 South Main Street, Middletown, CT

Job Posting No: 553

Hours: Full-time (1st shift/40 hrs. weekly)

Salary: \$42,755 - \$55,910

Closing Date: August 9, 2013

Eligibility Requirement: Candidates must be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

Knowledge, Skills and Abilities: Considerable knowledge of office systems and procedures; considerable knowledge of proper grammar, punctuation and spelling; knowledge of business communications; knowledge of department's/unit's policies and procedures; some knowledge of business math; interpersonal skills; ability to schedule and prioritize office workflow; ability to operate office equipment which includes personal computers other electronic equipment; ability to operate office suite software; ability to take notes (shorthand, speedwriting or other method acceptable to the supervisor).

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable. Applicants who are not currently a state employee must start at the minimum salary.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a State of Connecticut Application for Examination or Employment (CT-HR-12) and the Connecticut Department of Labor Pre-Authorization and Release form (immediately follows this job announcement) which includes a statement regarding the Guide to the Code of Ethics for Public Officials and State Employees. Current state employees are required to submit their last two service ratings **and** copies of their last two years of attendance records (2012 & 2013). The CT-HR_12 can be downloaded from the DAS website at http://www.das.state.ct.us/cr1.aspx?page=13. Applications not received or postmarked by the above closing date will not be considered. Missing or incomplete application material will not be considered. Submit via mail to:

DEPARTMENT OF LABOR 200 FOLLY BROOK BOULEVARD WETHERSFIELD, CT 06109 FAX (860) 263-6699

If you are choosing to fax your application, it is not necessary to also send an original copy. Due to the large number of expected applicants we cannot confirm receipt of application materials. Not all individuals who apply will be granted an interview.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.

CONNECTICUT DEPARTMENT OF LABOR

Pre-Employment Screening – Authorization and Release

Completion of this form is voluntary; however, if consent to obtain this information is not given, it may have an adverse effect on your employment opportunities with the Connecticut State Department of Labor.

Applicant's Name (Last, First, Middle):	
Mailing Address:	
Home Phone Number: ()	
furnish any relevant and necessary information	d that this constitutes my consent and authorization to disclose or on or records to the Department of Labor concerning my character, cessary for a determination of my suitability for employment with the
	knowledge and understanding that the Labor Department will take rmation against unauthorized disclosure to any parties not having a ficial business of the Department.
not to employ me on account of compliance,	d all liability for damages resulting from a decision by the Department or any attempts at compliance with this authorization, except for any lse or misleading information or records about me.
A copy of this authorization shall be as effective (12) months from the date of my signature.	ve and valid as the original. This authorization shall be valid for twelve
Date Signed	Signature of Applicant
As a candidate being considered for employme the Code of Ethics for Public Officials and State	ent at the Department of Labor, I have reviewed a copy of the Guide to Employees.
Date Signed	Signature of Applicant

A copy of the Guide to the Code of Ethics for Public Officials and State Employees may be obtained at the following link:

http://www.ct.gov/ethics/lib/ethics/guides/2012/public officials and state employees guide december 2012 rev.pdf

^{**}Important note: Altered forms will NOT be accepted.